

IDPH AmeriCorps Mentoring Program Key Dates

As of 10/19/16

Upcoming Trainings and Calls

Topic	Format	Who is required to attend?	Date	Time
Monthly Member Check-In Calls	Zoom Webinar	Members required	First Monday of each month https://zoom.us/j/768546783	10:00-11:00
Monthly Host Site Check-In Calls	Zoom Webinar	Site Supervisors required	Third Friday of each month https://zoom.us/j/993401103	9:00-10:00
Site Visit	In Person	Members and Supervisors	TBD	TBD

Upcoming Due Dates

Deliverable	Due Date	Submission Information
Time Sheets	Every Other Week	Submit through lowagrants.gov View the 2016 Pay Period and Project Time Sheet
Monthly Service Log (Working towards Project Goals)	First Friday of the following service month	Email to Amanda.McCurley@IDPH.Iowa.gov
Volunteer Service Log (Tracks mentors recruited/substance abuse prevention training attendees)	Submit same time as Monthly Service Log	Email to Amanda.McCurley@IDPH.Iowa.gov
Service Project Planning, Tracking & Volunteer Sign-in Sheet	Due at the completion of the service project	Email to Amanda.McCurley@IDPH.Iowa.gov
Quarterly Report	<ul style="list-style-type: none"> • Nov 16 -Jan 2017 Activities: Due February 10 • Feb - April 2017 Activities: Due May 10 • May-July 2017 Activities: Due August 10 • Aug-Oct 2017 Activities: Due November 10 • Oct-Nov 2017 Activities: Due December 10th 	Submit through lowagrants.gov
Mid-Term Evaluation	<ul style="list-style-type: none"> • November Start Date: Full Time and Half Time Due April 15, 2016 Quarter Time Due March 1st • December Start Date: Full Time and Half Time Due May 15, 2016 	Supervisor conducts and Member signs Email to Amanda.McCurley@IDPH.Iowa.gov
Verify all Reports are Complete: Monthly, Quarterly, Service Day and Member Hours are On-Track	Month prior to end-date	Verify with Supervisor
Complete AmeriCorps Training Certification Form	Two weeks prior to your last day	Found online at IDPH AmeriCorps website and email to Amanda.McCurley@IDPH.Iowa.gov
Civic Engagement End of Service Survey	Due prior to your last day—no earlier than 2 days prior	https://www.surveymonkey.com/r/1617civicend
Exit Survey and Form in MyAmeriCorps	Due prior to your last day—no earlier than 2 days prior	https://my.americorps.gov/mp/login.do
End of Service Evaluation	Evaluations due the last day of service	Supervisor conducts and Member signs Mail original to Amanda.McCurley@IDPH.Iowa.gov
Submit Final Timesheet	Last day of service	IA Grants and Supervisor approves